

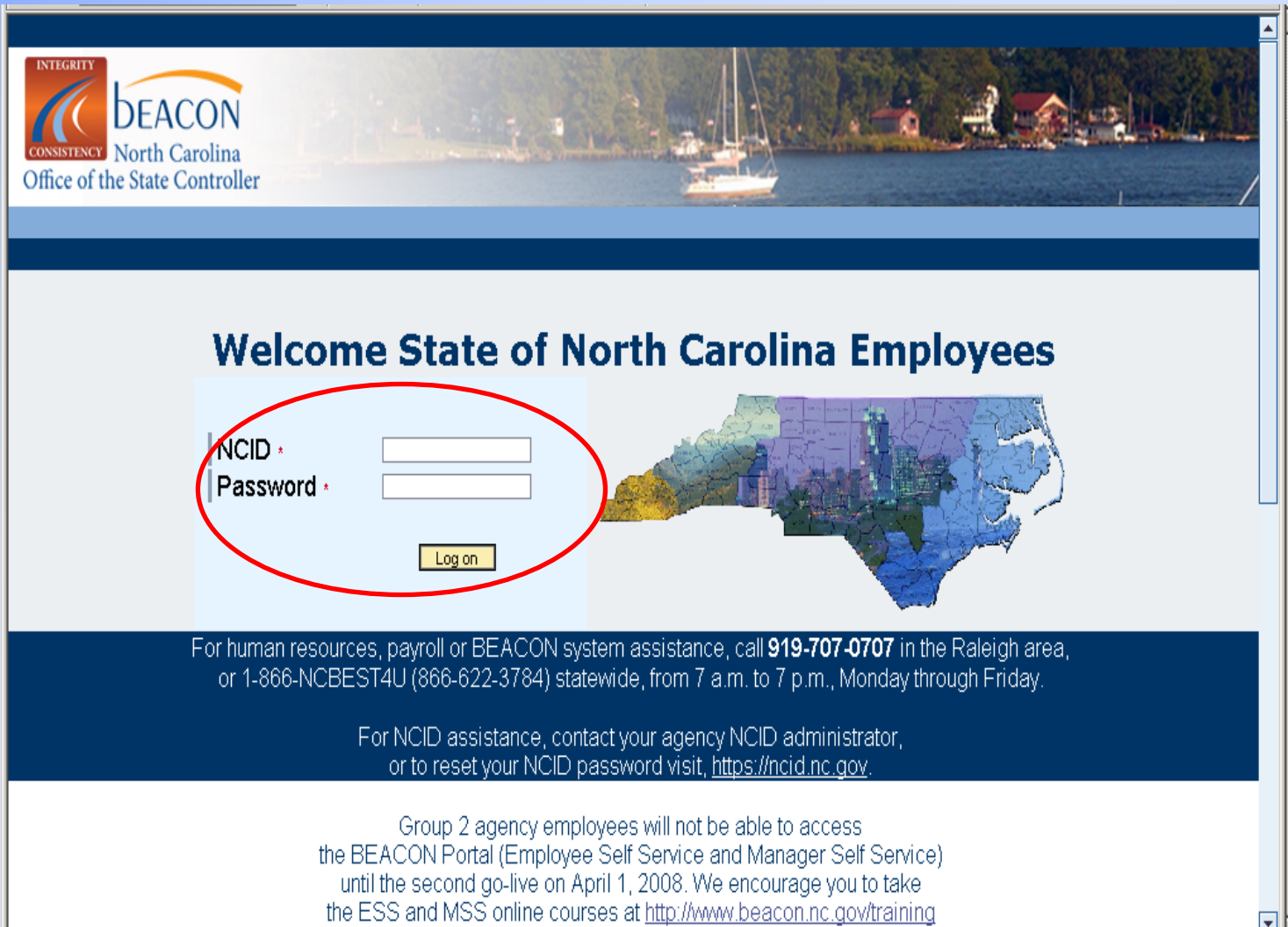
# Basic Leave Approval for Manager Self Service (MSS)



# Manager Self Service (MSS): Quick Guide

- Manager **logs on** to the MSS Portal.
- Manager **accesses** leave request.
- Manager **approves** or **rejects** request.
- Employee is **notified** of approval or rejection via ESS

- Access the logon screen at: <https://mybeacon.its.state.nc.us/>
- Type in your NCID and password (the password will need to be changed every 90 days)
- Click the “log in” button



The screenshot shows the BEACON logon interface. At the top left is the logo for the North Carolina Office of the State Controller, featuring the word "BEACON" in large blue letters, "North Carolina" in smaller blue letters, and "Office of the State Controller" in even smaller blue letters. To the left of "BEACON" is a red square with the word "INTEGRITY" in white, and below it, the word "CONSISTENCY" in white. The background of the top banner is a scenic image of a lake with a sailboat and houses on the shore. Below the banner, the text "Welcome State of North Carolina Employees" is displayed in a large, bold, dark blue font. Underneath this, there is a light blue rectangular area containing the login fields. The "NCID" label is followed by a white input box. The "Password" label is followed by a white input box. A red oval is drawn around these two input boxes. Below the input boxes is a yellow button with the text "Log on" in black. To the right of the login fields is a map of North Carolina with a city skyline overlay. At the bottom of the page, there is a dark blue banner with white text providing contact information for human resources, payroll, or BEACON system assistance, and another line of text for NCID assistance.

**BEACON**  
North Carolina  
Office of the State Controller

## Welcome State of North Carolina Employees

NCID \*

Password \*

Log on

For human resources, payroll or BEACON system assistance, call **919-707-0707** in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 7 a.m. to 7 p.m., Monday through Friday.

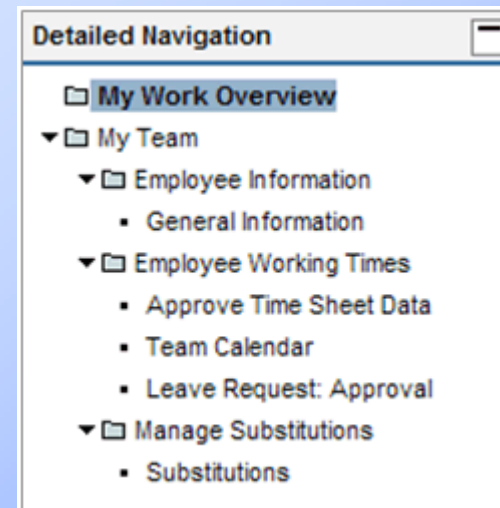
For NCID assistance, contact your agency NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

Group 2 agency employees will not be able to access the BEACON Portal (Employee Self Service and Manager Self Service) until the second go-live on April 1, 2008. We encourage you to take the ESS and MSS online courses at <http://www.beacon.nc.gov/training>



Once you have logged into the system, click on the “My Staff (MSS)” tab.

Select the My Work Overview option from the Detailed Navigation menu.



# Universal Worklist

- Following is the manager's "Universal Worklist" screen.
- From the "Tasks" tab, managers can view leave requests to be approved.

The screenshot displays the 'Universal Worklist' interface within the SAP GUI. At the top, navigation tabs include 'Home', 'My Staff (MSS)', and 'My Data (ESS)'. Below these, the 'Overview' section is active. On the left, a 'Detailed Navigation' pane shows 'My Work Overview' and 'My Team'. The main area is titled 'Universal Worklist' and features tabs for 'Tasks (1 / 1)', 'Alerts', 'Notifications', and 'Tracking'. The 'Tasks' tab is selected, showing a list of tasks. The first task is 'John DOE (XSS/Portal)'s Leave Request', sent by 'Gendron, Karen' on 'Oct 9, 2007', with a 'Normal' priority and a status of 'New'. Below the task list, a detailed view for the selected task is shown, including the subject, sender, date, priority, and status. It also provides instructions on how to process the request and links to related functions like 'Display Details in SAP GUI', 'Attachments Manager', 'Create Ad-Hoc Request', and 'View History'.

Home My Staff (MSS) My Data (ESS)

Overview

Detailed Navigation

- My Work Overview
- My Team

Universal Worklist

Tasks (1 / 1) Alerts Notifications Tracking

Show: New and in Progress Tasks (1 / 1) All

Create Task Show Filters Hide Prev

Subject	From	Sent	Priority	Due	Status
John DOE (XSS/Portal)'s Leave Request	Gendron, Karen	Oct 9, 2007	Normal	1	New

Row 1 of 1

**John DOE (XSS/Portal)'s Leave Request**

Sent: Oct 9, 2007 by Gendron, Karen  
Status: New  
Priority: Normal

Your worklist for approving leave requests contains a request that you have to process. For more information, see the worklist.

To view the worklist, start the Web application for approving leave requests.  
Once you have processed the request, the work item will automatically be

You can also:

- [Display Details in SAP GUI](#)
- [Attachments Manager](#)
- [Create Ad-Hoc Request](#)
- [View History](#)

# Universal Worklist

When managers *highlight* a task. . .

Tasks

. . . general details display at the bottom of the page.

Details

The screenshot displays the 'Universal Worklist' interface. At the top, there are tabs for 'Home', 'My Staff (MSS)', and 'My Data (ESS)'. Below these is an 'Overview' section with a 'Detailed Navigation' sidebar containing 'My Work Overview' and 'My Team'. The main area is titled 'Universal Worklist' and has sub-tabs for 'Tasks (2 / 2)', 'Alerts', 'Notifications', and 'Tracking'. A 'Show:' dropdown is set to 'New and In Progress Tasks (2 / 2)' and a filter is set to 'All'. A 'Create Task' button and links for 'Show Filters' and 'Hide Preview' are visible. The task table has columns: Subject, From, Sent, Priority, Due, and Status. Two tasks are listed, both with the subject 'LILY DESTINEY SINATRA's Leave Request' and status 'New'. The first task is highlighted in yellow. Below the table, a 'Row 1 of 2' indicator is shown. The 'Details' section for the selected task is titled 'LILY DESTINEY SINATRA's Leave Request' and shows 'Sent: Oct 29, 2007 by ZSAPESSGN01' and 'Priority: Normal'. It includes a description of the leave request process and a section for 'Attachments' with a document icon and the filename 'Document Database\_VV\_472454FFD73215D0E1000000A8C049A'. On the right, a 'You can also:' section lists links: 'Display Details in SAP Gui', 'Attachments Manager', 'Create Ad-Hoc Request', and 'View History'.

Subject	From	Sent	Priority	Due	Status
LILY DESTINEY SINATRA's Leave Request	ZSAPESSGN01,	Oct 29, 2007	Normal	1	New
LILY DESTINEY SINATRA's Leave Request	ZSAPESSGN01,	Oct 29, 2007	Normal	1	New

Row 1 of 2

**LILY DESTINEY SINATRA's Leave Request**

Sent: Oct 29, 2007 by ZSAPESSGN01, Priority: Normal  
Status: New

Your worklist for approving leave requests contains a request that you have to process. For more information, see the worklist.  
To view the worklist, start the Web application for approving leave requests.  
Once you have processed the request, the work item will automatically be set to "completed." automatically be set to "completed."

**Attachments**

Document Database\_VV\_472454FFD73215D0E1000000A8C049A

**You can also:**

- [Display Details in SAP Gui](#)
- [Attachments Manager](#)
- [Create Ad-Hoc Request](#)
- [View History](#)

# Display and Edit

When managers  
*select a task. . .*

. . . specific details  
and action buttons  
display at the bottom  
of the page.

The interface shows a workflow with three steps: 1. Display and Edit, 2. Review and Send, and 3. Completed. Below the workflow, there are links for 'Show Team Calendar' and 'Hide Worklist'. A table titled 'Requests waiting for approval' lists two requests from LILY DESTINEY SINATRA for 'Approved Leave'. The first request is for 4 hours from 11/1/2007 to 11/1/2007, and the second is for 2 hours from 10/30/2007 to 10/30/2007. Below the table, a detailed view of the first request is shown, including the type of leave, date, duration, and previous notes. At the bottom, there are buttons for 'Previous Step', 'Approve', and 'Reject'.

Date of Request	Requester	Type of Leave	From	To	Used
10/29/2007	LILY DESTINEY SINATRA	Approved Leave	11/1/2007	11/1/2007	4 Hours
10/29/2007	LILY DESTINEY SINATRA	Approved Leave	10/30/2007	10/30/2007	2 Hours

LILY DESTINEY SINATRA has requested the following leave:

Type of Leave:

Date:

Duration:  Hours

Used:  Vacation Leave: 4.00 Hours

Previous Notes:

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave	1/1/2007	12/31/9999	15.66 Hours	15.66 Hours
Sick Leave	1/1/2007	12/31/9999	16.00 Hours	16.00 Hours
Holiday Leave	9/3	11/3/2007	8.00- Hours	8.00- Hours
Community Service Leave	9/3	12/31/2007	0.00 Hours	0.00 Hours

If you are ready to approve the leave request click the “Approve” button at the bottom of the page. If you wish to reject the request, click “Reject.”

# Review and Send

On this “Review and Send” page, write any notes to the employee. This is especially important if you are rejecting the leave request.

1 Display and Edit 2 Review and Send 3 Completed

[Show Team Calendar](#) [Hide Worklist](#)

Requests waiting for approval

Date of Request	Requester	Type of Leave	From	To	Used
10/29/2007	LILY DESTINEY SINATRA	Approved Leave	11/1/2007	11/1/2007	4 Hours
10/29/2007	LILY DESTINEY SINATRA	Approved Leave	10/30/2007	10/30/2007	2 Hours

Row 1 of 2

LILY DESTINEY SINATRA has requested the following leave:

Type of Leave:

Date:

Duration:

Used:

Note for Requester:

Previous Notes:

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Vacation Leave	1/1/2007	12/31/9999	15.66 Hours	15.66 Hours
Sick Leave	1/1/2007	12/31/9999	16.00 Hours	16.00 Hours
Holiday Leave	9/3/2007	11/3/2007	8.00- Hours	8.00- Hours
Community Service Leave	9/1/2007	12/31/2007	0.00 Hours	0.00 Hours

[Previous Step](#) [Review](#)

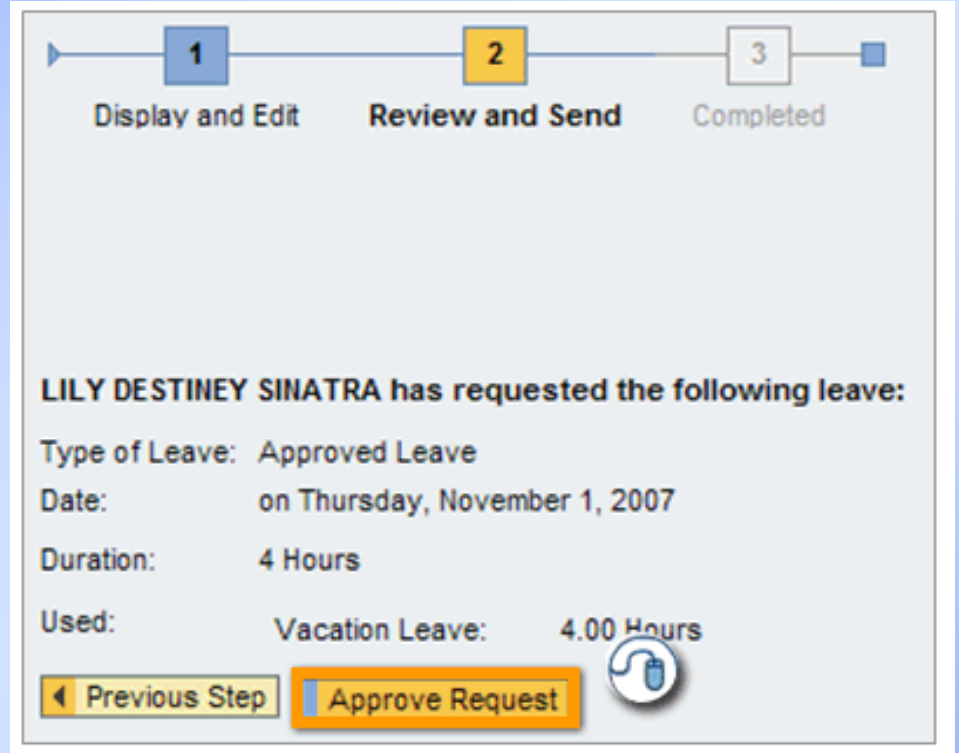
If you are ready to Review and Send the leave request to the final approval/rejection step, click the “Review” button.



# Final Steps

- You will then come to the final approval screen.

- If you spot errors at this point, click the “Previous Step” button and make the corrections.



The screenshot shows a three-step process flow at the top: Step 1 (Display and Edit) in a blue box, Step 2 (Review and Send) in a yellow box, and Step 3 (Completed) in a white box. Below the flow, the text reads: "LILY DESTINEY SINATRA has requested the following leave:". The details listed are: "Type of Leave: Approved Leave", "Date: on Thursday, November 1, 2007", "Duration: 4 Hours", and "Used: Vacation Leave: 4.00 Hours". At the bottom, there are two buttons: "Previous Step" and "Approve Request". The "Approve Request" button is highlighted with a yellow border. To the right of the buttons is a circular icon with a mouse cursor. An arrow from the text "make the corrections." points to the "Previous Step" button, and another arrow from the text below points to the "Approve Request" button.

If you are ready to approve the leave request, click the “Approve Request” button. If the request has been rejected, this button will read “Reject Request.”

# Completed!

- You will then receive a confirmation screen showing the completed action.

- Make sure you see the note “You have approved the leave request.”

- The employee will receive notification via ESS that the leave request has been approved/rejected.

1 2 3

Display and Edit Review and Send Completed

**i You have approved the leave request.**

You have approved the following leave request:

Requester:	LILY DESTINEY SINATRA		
Type of Leave:	Approved Leave		
Date:	on Thursday, November 1, 2007		
Duration:	4 Hours		
Used:	Vacation Leave:	4.00 Hours	

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